



DEPARTMENT OF THE ARMY  
HUMPHREYS ENGINEER SUPPORT ACTIVITY  
HUMPHREYS ENGINEER CENTER  
7701 TELEGRAPH ROAD  
ALEXANDRIA, VA 22315-3860

REPLY TO  
ATTENTION OF:

CEHEC-RM-F (37)

20 November 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HECSA Financial Management Memorandum of Instruction  
(MOI# 37-1-01-05) Receiving Report Submission Requirements

1. References:

a. DFAS-IN 37-1, Finance and Accounting Policy Implementation, Chapter 20, Accounts Payable

b. CEFC-AO SOP No. UFC-13, dated 9 April 1999, subject: Standing Operating Procedure, Accounts Payable, which may be found on the USACE Finance Center (UFC) Publications web site at [http://www.fc.usace.army.mil/Publications/pub\\_a.html](http://www.fc.usace.army.mil/Publications/pub_a.html)

2. Reference 1b defines the responsibilities and procedures for submitting receiving reports. As a reminder, if receivers of goods and services want to view invoices sent directly to the UFC, the invoice image should be available on the UFC's invoice imaging system (AV Document Manager (AVDM WEB)) within two (2) business days after the UFC receives it. Instructions for accessing AVDM WEB may be obtained by contacting the point of contact on this memorandum.

3. It is the authorized receiver's responsibility to enter receiving reports in CEFMS in a timely manner without prompting from the paying office. Reference 1a, paragraph 20-3, establishes the requirement that property, supply and using activity personnel will provide electronic information on receipt and acceptance of goods and services within 5 (five) working days of delivery or completion of performance of services. DELAYS IN ENTERING RECEIVING REPORTS INTO CEFMS MAY RESULT IN PENALTY INTEREST CHARGES AND/OR LOSS OF EARLY PAYMENT DISCOUNTS. Please note that failure to enter correct dates of delivery may subject the Federal Government to additional interest penalties. The Prompt Payment Act allows vendors to submit claims for interest they believe was due, but not paid. CEHEC-RM-F no longer provides invoice copies or prompts authorized receivers to enter receiving reports.

4. Some original invoices are contractually designated to go directly from the vendor to an office in the supported activity. It is the responsibility of the authorized receiver to ensure that these original (not duplicate or courtesy copy) invoices are date-stamped and promptly forwarded to the UFC. Individuals who only receive a courtesy copy of the invoice from the vendor should not forward their copy of the invoice to the UFC. FAILURE TO DATE-STAMP ORIGINAL INVOICES AND/OR DELAYS IN FORWARDING ORIGINAL INVOICES MAY RESULT IN PENALTY INTEREST CHARGES AND/OR LOSS OF EARLY PAYMENT DISCOUNTS.

CEHEC-RM-F (37)

SUBJECT: HECSA Financial Management Memorandum of Instruction  
(MOI# 37-1-01-05) Receiving Report Submission Requirements

5. When an original invoice sent directly to the supported activity is forwarded to the UFC, it must either have (a) an attached print-screen copy of the receiving report or (b) obligation line item number(s) noted on the actual invoice.
6. All invoices and receiving reports sent to the UFC must be listed on an attached transmittal letter. The UFC transmittal form (UFC-AO-2) may be found on the UFC web homepage shown above. The transmittal form information must be completely entered for the UFC to return a copy and know whom to ask or inform about any problems.
7. Do not send a print-screen of the receiving report to the UFC if the original invoice was not sent to the supported activity. If the original invoice was directly sent to the paying office (i.e., UFC or DFAS), the receiving report must still be entered in CEFMS in a timely manner, but no print-screen of the receiving report should be sent to the UFC.
8. The point of contact for this memorandum is Mr. Chris M. Mullen at (703) 428-7173.



CHARLES B. RAU  
Director

DISTRIBUTION:  
(See Page 3)

CEHEC-RM-F (37)

SUBJECT: HECSA Financial Management Memorandum of Instruction  
(MOI# 37-1-01-05) Receiving Report Submission Requirements

DISTRIBUTION:

HQUSACE Budget Representatives

Director, OCE (P), DAEN-ZC

Director, HECSA

Director, IWR

Commander, 249<sup>th</sup> Engineer Battalion/Prime Power School

CF:

The Inspector General, CEIG, Kingman Building

Chief, CEHO, Kingman Building

CERM-B

CERM-F

CEHEC DISTRIBUTION C

CEHEC-RM-F DISTRIBUTION C